



City of Lake Forest Athletic Fields Tournament Policy & Fees

Community Services Department
28000 Rancho Parkway, Lake Forest, CA 92630

BALL FIELD/GYMNASIUM TOURNAMENT POLICIES AND FEES

Thank you for your interest in renting City facilities. The goal of the Community Services Division is to facilitate your activity and use of recreation amenities to ensure an enjoyable experience. To assist you in this regard, please familiarize yourself with the following policies.

- A tournament permit is required to reserve an athletic field or the gymnasium.
- ALL tournament permits will be administered by the City of Lake Forest Community Services Department.

Fields allocated by the Community Services Department include:

Sports Park Fields/ (all are lighted facilities)

- Gymnasium: 1 main court or 2 side courts
- Synthetic Turf Fields: 2 soccer/lacrosse
- Soccer Grass Fields: 3 plus a "Commons Area" field
- Baseball/Softball Grass Fields: 5 dedicated fields
- Basketball Courts (indoor/outdoor)

Non-Sports Park Fields

- Heroes Park (Lighted): 4 baseball fields, soccer fields (small fields)
- Borrego Park: Soccer Field
- Foothill Ranch Community Park: 2 baseball/softball fields, 1 soccer field
- Baker Ranch Community Field: 1 baseball/softball field, 1 soccer area
- Tamarisk Park: 1 baseball field

User Groups

Group 1 – City conducted or sponsored recreation activities.

Group 2 – Resident, non-profit youth sports organizations (example: Lake Forest Little league, American Youth Soccer Organization (AYSO), National Junior Basketball (NJB).

- Compromising predominately 80% resident youths.
- The organization is open to all youth applicants within the community.
- The league also provides minimum playing time guidelines for all participants.
- Youth sports organization is administered by volunteer Lake Forest residents who serve as officers, commissioners or board of directors (80 % are residents of Lake Forest).

Group 3 – Resident, club, travel and adult sports organizations with at least 80% residency in Lake Forest, and one or more of the following conditions must be met:

- Organization primarily travels to other cities to compete at a higher level beyond that of a recreation based program.
- Organization is primarily suited for participants with skill beyond the play of recreation based programs.

- Tryouts or skill evaluations are conducted to select only top athletes.
- Rules are not defined with minimum playing time for participants.
- Coaches and or organization representatives are not volunteers and receive compensation for their respective positions.

Group 4 – Resident, club, travel and adult sports organizations between 50-79% Residency in Lake Forest, and one or more of the following conditions must be met:

- Organization primarily travels to other cities to compete at a higher level beyond that of a recreation based program.
- Organization is primarily suited for participants with skill beyond the play of recreation based programs.
- Tryouts or skill evaluations are conducted to select only top athletes.
- Rules are not defined with minimum playing time for participants.
- Coaches and or organization representatives are not volunteers and receive compensation for their respective positions.

Group 5 – Resident businesses and private parties.

Group 6 – Non-resident, non-profit youth sports organizations.

Group 7 – Non-resident, club, travel and adult sports organizations with less than 50% residency in Lake Forest, and one or more of the following must be met:

- Organization primarily travels to other cities to compete at a higher level beyond that of a recreation based program.
- Organization is primarily suited for participants with skill beyond the play of recreation based programs.
- Tryouts or skill evaluations are conducted to select only top athletes.
- Rules are not defined with minimum playing time for participants.
- Coaches and or organization representatives are not volunteers and receive compensation for their respective positions.

Group 8 – Non-resident businesses and private parties.

Athletic Sports Field and Gymnasium Tournament Rates – Per Field/Per Court							
Classification	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Tournament Rates*	\$200.00	\$250.00	\$300.00	\$300.00	\$300.00	\$350.00	\$400.00

Tournament Application Guidelines

- 11 weekends to accommodate sports tournaments will be identified for each calendar year. These dates will be published online each fall for the following year. You can view them at www.lfsportspark.com.
- The Community Services Department will accept tournament applications from all user groups between January 1 and January 15 of each year. Resident user groups will receive priority through January 15. Requests received from non-resident groups will be considered on a first-come-first-served basis after January 15.
- A minimum of 6 weekends will be reserved for resident groups (2-4) and the Community Services Department may approve as many as eight tournaments for resident groups, if sufficient requests are received.
- After the City approves tournament dates for resident groups, the remaining weekends will be distributed on a first come first served basis to non-resident groups (5-8). All applications received between January 1 and January 15, will be date and time stamped for priority.

- Applications may be emailed to: bbarry@lakeforestca.gov or hand delivered to 28000 Rancho Parkway, Lake Forest, CA 92630.

GENERAL POLICIES

All field users are required to abide by the following general policies. Failure to abide by these policies may result in denial of future tournament requests.

- **Applicant shall abide by all applicable laws:** including the prohibition of smoking and alcohol consumption.
- **The City is not responsible for:** personal injuries, lost, damaged or stolen property.
- **The City does not provide:** portable mounds, softball mats, and other sports equipment. Field maintenance (in-field dragging, watering or line placement) is the responsibility of the user group.
- **Insurance Requirements:** Users renting a ball field/Gymnasium must provide \$1 million of liability insurance coverage for the permitted dates. A certificate of liability insurance and an endorsement letter naming the City of Lake Forest as additionally insured must be submitted at least three (3) weeks in advance of the rental date. Groups that cannot provide the correct insurance documents will not be granted a permit.
- **Golf Carts:** Users may use golf carts. The number of golf carts will need to be approved by the Community Services Department. All drivers must be over 18 years of age. Golf carts may only be used during scheduled tournament hours. Drivers are expected to be cautious and respectful of all park patrons.
- **Parking:** Vehicles may park in designated parking spots only and no overnight parking is permitted; Park at your own risk.
- **Storage:** Community Services Department will not provide storage for tournaments.
- **Safety:** Players warming up should not be stationed so that missed, kicked or overthrown balls can hit other park users. Any malfunctioning sprinklers, lights, or other mechanical park features should be reported to City staff immediately (949) 949-273-6960. Please call 911 for emergencies. All groups are expected to be safety conscious at all times.
- Users may hold a maximum of two tournaments per calendar year.
- **Snack Bar –** Users may utilize the snack bar upon request and approval from the Community Services Department.
- **Inclement Weather Policy:** Users will be notified by phone and email of any field closures by 7:30am. Users may also call the weather hotline at (949) 461-3595 by 7:30am. If it begins to rain during scheduled use, City of Lake Forest Field Ambassador will decide if fields need to be closed immediately. If a tournament must be cancelled due to inclement weather, the City of Lake Forest will attempt to provide a makeup date. However, a makeup date cannot be guaranteed.
- **Deposits:**

An \$825.00 refundable deposit is required to use the scoreboards at the Sports Park fields/gymnasium. In addition, a current Scoreboard Agreement must be on file with the Community Services Department (see attached document). The scoreboard deposit will be fully refundable, less any expenses to pay for damage to equipment. Damage to scoreboard controllers must be reported to Sports Park personnel immediately. Scoreboard controllers must be returned on a daily basis.

All Deposits must be submitted 14 calendar days prior to the actual requested dates.

- **Fields and gymnasium:** A minimum of two fields/courts will need to be reserved per tournament day. Please refer to the fee table on page 2. Hours of operation will be 8:00am – 9:30pm.
- **Waste Hauling fees:**
Groups will be billed for the following:
\$56.21 – Extra service pickup for existing bins (per bin). (1 pickup needed)
\$165.03 – Extra bin for temporary service (per bin). (1 bin needed)
\$7.00 – Special Event boxes (per box and includes one liner). (Community Services will determine the number of Special Event boxes needed).
- **Clean-up:** Users must remove all trash, vendor items, and food from the permitted site at conclusion of tournament. Community Services Staff will determine the condition of the facility and assess any necessary clean-up fees.
- **Lining fields:** Users must have all paint and chalk approved by the Community Services Department/Public Works Department.
- **Vendors:** Users must provide a vendor list to the Community Services Department at least 30 days prior to the requested reservation for approval. Only vendors approved by the County Health Inspector and Community services prior to use with a tournament permit will be allowed to sell.
- **Community Services Staff Fees:** Users may be charged \$12.00 per hour for additional staff fees depending on the tournament size and number of fields used.
- **Volunteers:** Users are encouraged to provide volunteers to assist with daily tournament duties and field/gymnasium preparation.
- **Coaches, Players and Spectators Code of Ethics:** It is the responsibility of the user to keep registered participants and their spectators from engaging in un-sportsmanlike conduct, such as fighting or rude and abusive verbal confrontations. If field representatives or game officials of the league cannot control the situation, the applicant should contact the Orange County Sheriff's Department for assistance.

APPLICATION CHECKLIST

To participate in the tournament rental process, the user must provide the following completed paperwork:

- A completed organization information card.
- A completed tournament application, noting preferred location and game times.
- Valid proof of insurance, with an endorsement certificate, conforming to the City's required coverage

limits; 1 million dollar policy listing the City of Lake Forest as additionally insured.

- A list of ALL potential vendors (will need to be approved by Community Services Department).
- All paperwork must be submitted at least 30 calendar days in advance of the requested reservation, and can be hand delivered at: 28000 Rancho Parkway Lake Forest, CA 92630, or by email at bbarry@lakeforestca.gov.

An application can be denied if:

- Requested amenities are not available;
- The requested use does not meet applicable laws/rules; or, the requested use could be detrimental to the best interest of the City, as determined by the Director of Community Services.

13.02.012 - Reserved use—Use permit.

Reserved use (defined as exclusive, permitted use for one (1) or more occasions) of community, neighborhood, and other recreational facilities shall require obtaining a use permit in a form established by the City. All applicable fees shall be paid prior to use. Other uses may also require a use permit as determined by the City, which shall have the authority to issue and/or revoke, based on cause, all such permits.

Each applicant shall be: at least 21 years of age and act or designate one person to act as the coordinator of all rental matters.

All ball field and gymnasium fees will be due two weeks prior to the scheduled tournament date. Payments must be made by check or cash to the City of Lake Forest Sports Park located at: 28000 Rancho Parkway Lake Forest, CA 92630.

SYNTHETIC TURF SPORTS FIELDS RULES AND REGULATIONS

Failure to comply with the Synthetic Turf Rules and Regulations will result in cancellation of the reservation. Synthetic turf fields are available by permit only. To preserve the quality of the turf and provide a clean and healthy environment, the following are prohibited:

- Any beverage other than water
- All food including nuts, seeds, and gum
- Smoking or tobacco products of any kind
- Glass bottles or containers of any type
- Dogs and other pets or animals
- Metal cleats
- ALL Barbecue grills
- Four leg furniture – sled base furniture only
- Sharp objects such as tent stakes or corner flags
- Unauthorized vehicles, bicycles, scooters, skateboards
- Unauthorized marking of lines
- Remote controlled cars, planes or toys that use fuel
- Dragging of sport equipment. All equipment must be lifted when moved or have turf rubber wheels attached.